



Louisiana Department of Education  
Office of Analytics/Systems Management Section  
**Secure Address Form rev. 5/2015**

*Please complete this form if this address can be used for secure delivery of testing materials.*  
**Contact:** Jacqueline Edwards (Lewis), EIC | Phone: (225)342-2505 | Email: [Jacqueline.edwards@la.gov](mailto:Jacqueline.edwards@la.gov)

SECURE ADDRESS		
<b>School/Agency Name:</b>		<b>Parish Code:</b> (Attachment 9)
<b>Chief Administrator:</b> First, Middle Initial, Last, Suffix (Jr., Sr., etc.)		<b>Title:</b> (Attachment 6)
<b>Street Address:</b> City, State, Zip + 4:		<b>Mailing Address:</b> City, State, Zip + 4:
<b>Additional Comments/Delivery Instructions:</b>		
<b>Signature of Superintendent</b>	<b>Print Name</b>	<b>Date</b>
<b>Sponsor Site Coordinator</b>	<b>Print Name</b>	<b>Date</b>